

PHYSICAL WELLNESS COORDINATOR

DEFINITION: Under general supervision, performs work of moderate difficulty in planning, developing and implementing wellness activities for clients and staff to reduce the prevalence of stress caused by family situations and/or work related stress; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

TASKS:

Develops, coordinates and leads exercise/wellness activities, such as low impact aerobics, general fitness, and/or weight training, health related workshops, walking clubs, health fairs, recreational sports, etc.; performs physical performance evaluations; designs exercise prescriptions for participants; monitors and evaluates participants response to prescribed exercise; provides appropriate follow up data to health professional such as physicians and dieticians concerning participant's progress; assists in the development of treatment plans.

Provides technical advice and responds to program goals and questions; performs follow up communication with participants; develops and implements new wellness/fitness programs and activities; ensures adherence to applicable safety and injury prevention policies and procedures; meets with local programs, chapters, and schools to increase community development, support, awareness of prevention and better health habits; researches and locates available resources.

Maintains an automated tracking system to collect data and compile reports to ensure compliance with contract provisions; coordinates activities of program with interrelated activities of other programs, departments or staff to ensure optimum efficiency and compliance with appropriate policies and procedures; develops and provides training, instruction and educational materials for wellness education; develops, compiles promotional literature for distribution; prepares required reports; prepares or assists in preparation of budget and/or proposal for funding.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of exercise physiology theory and principles.

Knowledge of appropriate emergency procedures in situations which might arise prior to, during and after exercise.

Knowledge of fitness training and education methods and techniques in area of specialty.

Knowledge of the operation and maintenance of fitness equipment and facilities.

Skill in the use of first aid procedures.

Skill in interacting with patients from various social, economic, cultural, spiritual and psychological backgrounds.

Skill in communicating effectively in oral and written form.

Skill in establishing cooperative work relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a moderate exposure to unusual elements, unpleasant odors or loud noises and involves extensive physical activity.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Physical Education or related field; and one (1) year of physical and wellness education experience.

THE NAVAJO NATION

Class Code: 3723
Community Education and Counseling Series
Health Education Group
Overtime Code: Non-Exempt
Pay Grade: 62

PHYSICAL WELLNESS COORDINATOR

PREFERRED QUALIFICATIONS:

- Two (2) years of physical fitness and wellness education experience which includes special populations.

Supplemental Information:

Some positions may require additional certification.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.